

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448684

DATE POSTED: 05/12/14

POSITION NO: 241528

CLOSING DATE: 05/23/14

POSITION TITLE: Vocational Rehabilitation Counselor

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Tuba City, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Y64A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 39,228.80 PER ANNUM

SEASONAL: ☐ Duration: _____ \$ 18.86 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Determines eligibility within sixty (60) days of application for individuals with disabilities applying for vocational rehabilitation services. Documents necessary medical, social, assessments and interview information relevant to the disabling condition to assist in vocational planning. Provides the full array of vocational rehabilitation services to eligible consumers with disabilities including but not limited to counseling and guidance, job development, job placement. Develops appropriate individualized plans for employment (IPE) with specific employment outcome that is chosen by the eligible individual consistent with the unique strengths, resources, priorities, concerns abilities, and conducts job development for consumers with disabilities prepare for securing, retaining, or regaining an employment outcome. Monitors consumer's progress in reaching a viable and successful employment outcome. Works directly with service providers, programs, employers, school personnel, community organizations and families in the areas of services and new program development for Navajo people with disabilities. Submits quarterly reports, statistical information and represents the program at meeting relevant to providing services to Navajo people with disabilities. Advocates on behalf of Navajo people with disabilities in the development of additional resources and services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Counseling, Social Work, Psychology or related field; and one (1) year professional vocational counseling work experience.

Preferred Qualifications:

- A Master's degree in counseling, Social Work, Psychology or related field.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in Navajo and English languages. Knowledge of resources for Navajo people with disabilities in the areas of employment, training and other supportive related services. Ability to work with people with disabilities in the areas of personal and social adjustment. Must have good writing skills.

A favorable background investigation is required.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.